

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Force Majeure Event

Dear [Recipient Name],

We are writing to formally notify you of a force majeure event that has impacted the construction project at [Project Location/Name]. This event is due to [brief description of the force majeure event, e.g., severe weather conditions, natural disasters, etc.].

As a result of this unforeseen circumstance, we are unable to proceed with the project as originally planned. We anticipate that this will cause delays in the timeline and may impact the deliverables as outlined in our contract dated [Contract Date].

We are currently assessing the full extent of the impact and will keep you informed of our progress. We appreciate your understanding and cooperation during this challenging time.

Please feel free to reach out if you have any questions or need further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]